



Cumberland Lodge

exchanging views, inspiring minds

Guidance for speakers and delegates

Chatham House Rule

Many of our events are subject to the Chatham House Rule, to facilitate the exchange of views and open debate in a safe environment.

This is our interpretation of the rule:

When a meeting or conference, or a session within that meeting or conference, is held under the Chatham House Rule, participants can quote and use the ideas and information they gain from it, but they cannot identify, either explicitly or implicitly, what the source of that information was.

The original rule was devised at Chatham House, London, in 1927, to encourage free debate whilst protecting the privacy of speakers and delegates at a meeting or conference.

Social media

Participants in our conferences, consultations, panel debates and retreats are welcome to take photographs and share images on social media, so long as they have the permissions of anyone who could be identified from the image, and provided that they do not in any way risk revealing who is speaking at a given time or who has shared specific ideas or information.

A social media hashtag will be provided for participants to share their own ideas and reflections on our events.

Participants can also share the information they gain from others, including on blogs or social media, but only if they are confident that they are not, explicitly or implicitly, exposing the source of that information. In practical terms, this means avoiding any directly attributed quotations of fellow participants.

Photography

Photographs can only be taken and published on social media with prior consent from speakers and delegates.

Recordings

We do not allow participants in our events to make audio or visual recordings of our conferences, consultations, panel debates and retreats.

Where we have sought and received specific permissions in advance, we will sometimes make our own recordings of events and publish them on our website and social media channels, to reach a wider audience.

Most of our public events, including Cumberland Conversations, are not generally subject to Chatham House Rule and are therefore filmed and recorded routinely.

Conference sessions

Speakers are asked to keep their presentations brief, in order to allow maximum time for roundtable discussion and questions. Sessions last from 1-2 hours and always include a Q&A session where speakers will have opportunities to contribute further and to respond to any specific points raised.

Occasionally, we may use apps such as Slido, to allow participants to ask questions and interact with speakers anonymously.

Biographies

We ask participants to provide a short biography at least two weeks in advance (maximum 200 words), for inclusion in handbooks and webpages relating to the event. Biographies are accompanied by Twitter handles and emails, where permission is given.

Cumberland Lodge Reports

Every conference in our annual series generates a report that is reviewed and refined through a subsequent, smaller consultation. This report is prepared by one of our freelance Research Associates, with specific expertise in the field, and the author attends both the conference and consultation.

The consultation is normally an evening event, involving a cross-section of conference representatives, as well as additional specialists who are invited to critique the draft content of the report.

This process culminates with the launch of a final Cumberland Lodge Report, highlighting the key themes of discussion and practical, policy-focused recommendations from the conference, for practitioners, policymakers, influencers and the wider public. The content of the report is guided by permissions sought ahead of the conference and consultation, in relation to the Chatham House Rule.

Guest presentations

Speakers invited to present at Cumberland Lodge are advised to focus on specific policy issues, case studies or research findings, rather than providing extensive factual background: participants can be presumed to have a sound knowledge of the basic facts and arguments of the issues we will be discussing. We also ask that speakers avoid reiterating official policy documents or extended academic lectures: we prefer a brief, well-organised and provocative introduction that will stimulate lively discussion and serve as a catalyst for ideas and questions in the remainder of the session. In preparing for their sessions, speakers should note that participants are drawn from diverse backgrounds and a range of sectors. Participants can be assumed to have a good standard of English.

Presentation format

Speakers are not required to use presentation slides, although a laptop and projector are available for use. If speakers wish to use their own laptop, they should ensure that it has an HDMI port.

Presentations should be emailed to programmeteam@cumberlandlodge.ac.uk prior to the event. With permission from speakers, Cumberland Lodge is happy to distribute presentations slides or notes to participants at the event.

If Microsoft PowerPoint is used, we recommend the following:

- Sans-serif fonts (e.g. Arial, Helvetica, Calibri), which are clear and easy to read
- Font size of at least 20 pt
- No large blocks of text
- High contrast between background and text (i.e. dark text on a light background, or light text on dark)
- Text aligned to the left or right (centered text can be harder to read).

Session chairs

There is no need for session chairs to offer long introductions for speakers, since their biographies are featured in our conference handbook. Chairs may wish to make some remarks on the theme and format of the session before introducing the speakers. In order to ensure the maximum amount of time for roundtable discussion, the chair's introductory remarks should not exceed five minutes. Session chairs should ensure that speakers keep to time and that there is ample opportunity for other participants to contribute to the discussion.

Please also refer to the 'Presentation format' section above, some of which also applies to session chairs.